



WASHTENAW COUNTY TRIAL COURT

Washtenaw County Trial Court
101 E. Huron St., PO Box 8545
Ann Arbor, MI 48107-8545
(734) 222-3270
tcadmin@ewashtenaw.org



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Welcome!

The Washtenaw County Trial Court consists of two divisions:

- [Civil/Criminal Division](#)
- [Family Division](#), also including [Juvenile Court](#), [Friend of the Court](#), and [Probate Court](#)

The Trial Court has a unified [Administration](#), which supports both divisions.

Sites of interest:

- [History of Washtenaw County Government including its courts](#)
- [History of Michigan's Judicial System](#)

Mission of the Washtenaw County Trial Court

To provide opportunities for people and organizations to obtain the peaceful resolution of public and private disputes in a fair, efficient, and timely manner.

**WASHTENAW COUNTY TRIAL COURT
FAMILY DIVISION**

**CHECK LIST: GETTING A DIVORCE
WITH MINOR CHILDREN**

In order to get divorced, the following needs to be done **BEFORE** the date you have chosen to place testimony on the record. Documents in **bold** *must* be brought with you to court.

- [] 1. You must have an original and one copy of a **judgment of divorce (JOD)**, filled out completely and signed by both parties (if agreed to) or by the Plaintiff (if a default).
- [] 2. You must have an original **Record of Divorce and Annulment** completely filled out.
- [] 3. If support of any kind is ordered, you must have an original Domestic Relations Judgment Information Form (form **FOC 100**) completely filled out.
- 4. If you are paying child support through the Friend of the Court (FOC), you must do the following:
 - [] a. The JOD must say "the Uniform Child Support Order is incorporated by reference."
 - [] b. Completely fill out an original and one copy of the Uniform Child Support Order (**FOC 10**).
- NOTE: you **MUST** pay child support through the Friend of the Court if you, your spouse or your children receive public assistance.
- 5. If you are not paying child support through FOC, you must do the following:
 - [] a. The JOD must say "the Uniform Child Support Order is incorporated by reference."
 - [] b. Completely fill out an original and one copy of the Uniform Child Support Order – No Friend of the Court Services (**FOC 10a**).
 - [] b. Completely fill out an original and one copy of the Friend of the Court Advice of Rights form (**FOC 101**).
 - [] c. Completely fill out and bring to court an original and one copy of the Order Exempting Case from Friend of the Court Services (**FOC 102**).
- 6. If the judgment does **NOT** award spousal support, the JOD must state:
 - [] a. "no spousal support awarded." and
 - [] b. "No Uniform Spousal Support Order is required because no spousal support is ordered or reserved."

7. If the judgment awards spousal support, and you are paying it through FOC, you must do the following:
- a. The JOD must say “the Uniform Spousal Support Order is incorporated by reference.”
 - b. Completely fill out an original and one copy of the Uniform Spousal Support Order (form FOC 10b).
8. If the judgment awards spousal support, but you are NOT paying it through FOC, you must do the following:
- a. The JOD must say “the Uniform Spousal Support Order is incorporated by reference.”
 - b. Completely fill out an original and one copy of the Uniform Spousal Support Order – No Friend of the Court Services (form FOC 10c).
 - c. Completely fill out an original and one copy of the Friend of the Court Advice of Rights form (form FOC 101).
9. Go to the Friend of the Court Office.
- a. The following documents must be approved by the FOC:
 - 1. the JOD
 - 2. the Uniform Spousal Support Order
 - 3. the Uniform Child Support Order
 - 4. Order Exempting Case from Friend of the Court Services
 - b. You must fill out and give to the Friend of the Court the “Questionnaire for approval of a judgment of divorce”.

WASHTENAW COUNTY TRIAL COURT
FAMILY DIVISION

CHECK LIST: GETTING A DIVORCE
WITHOUT MINOR CHILDREN

In order to get divorced, the following needs to be done **BEFORE** the date you have chosen to place testimony on the record. Documents in **bold must** be brought with you to court.

- [] 1. You must have a **judgment of divorce (JOD)**, filled out completely, and signed by both parties (if a consent) or by the Plaintiff (if a default).
- 2. If the judgment does NOT award spousal support, the JOD must state:
 - [] a. “no spousal support awarded.” and
 - [] b. “No Uniform Spousal Support Order is required because no spousal support is ordered or reserved.”
- 3. If the judgment awards spousal support and you are paying it through FOC, you must do the following:
 - [] a. The JOD must say, “The Uniform Spousal Support Order is incorporated by reference.”
 - [] b. Completely fill out an original and one copy of the Uniform Spousal Support Order (form **FOC 10b**).
- 4. If the judgment awards spousal support, but you are NOT paying it through FOC, you must do the following:
 - [] a. The JOD must say, “The Uniform Spousal Support Order is incorporated by reference.”
 - [] b. Completely fill out an original and one copy of the Uniform Spousal Support Order – No Friend of the Court Services (form **FOC 10c**).
 - [] c. Completely fill out an original and one copy of the Friend of the Court Advice of Rights form (form **FOC 101**).
- [] 5. You must have an original **Record of Divorce and Annulment** completely filled out.

**WASHTENAW COUNTY TRIAL COURT
DOMESTIC PRETRIAL STATEMENT**

The following shall be completed and exchanged between the parties at the time of the pretrial conference. MCR 2.401, et.seq.

Case No: DV-W:					
Case Title:		versus			
Attorney Name:			For Plaintiff		For Defendant
Address:					
Telephone No.:					
Fax No:					
E-mail:					

CASE INFORMATION

Date of Filing Complaint:					
Date of Filing Answer:					
Ex-Parte Orders Signed?	<input type="checkbox"/>	yes	<input type="checkbox"/>	no	date signed
Type of Order(s):					
PPO Requested?	<input type="checkbox"/>	yes	<input type="checkbox"/>	no	date signed

MARRIAGE INFORMATION

Date of Marriage:			Date of Separation:	
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MINOR CHILDREN INFORMATION

NAME	BIRTHDATE	Age	GRADE	HEALTH/OTHER NOTES
Other at issue minors:				

INFORMATION PURSUANT TO MCR 2.401

Time Requested to Complete Discovery:					
Has Alternative Dispute Resolution been discussed with your client?				If no, why not?	
Are you requesting a referral to FOC?	<input type="checkbox"/>	yes	<input type="checkbox"/>	no	
Issues to be referred:	<input type="checkbox"/>	Custody	<input type="checkbox"/>	Child Support	<input type="checkbox"/>
			Parenting Time	<input type="checkbox"/>	Spousal Support
				<input type="checkbox"/>	Property
Are there allegations of Domestic Violence?	<input type="checkbox"/>	yes	<input type="checkbox"/>	no	

Are there unusual facts or issues related to this case?

List of Issues:

Controlling Case Law:

Expert and Non-expert Witnesses:

VERIFIED PERSONAL FINANCIAL STATEMENT

		County	Case No.
Name:		Social Security No.:	
Address:		Phone:	

EACH PARTY MUST PROVIDE THE OTHER WITH A COMPLETED COPY OF THIS VERIFIED PERSONAL FINANCIAL STATEMENT WITHIN TWENTY ONE (21) DAYS AFTER DEFENDANT FILES THIS FIRST RESPONSIVE PLEADING OR APPEARANCE (STATEMENT NOT REQUIRED IF DEFENDANT FILES NOTHING WITH COURT CLERK). THIS STATEMENT IS NOT IN PLACE OF OTHER DISCOVERY, AND PROVIDING THE STATEMENT DOES NOT LIMIT OTHER DISCOVERY PERMITTED BY LAW. DO NOT FILE THIS STATEMENT WITH THE COURT CLERK.

The following is being submitted by me as a true and accurate statement of my financial condition on:

Total of Assets and Liabilities

(complete all schedules attached and insert totals below)

1.	Bank and Credit Union Accounts	\$	
2.	Real Estate (Net Equity)	\$	
3.	Investments:	\$	
4.	Retirement Plans	\$	
5.	Life Insurance	\$	
6.	Motor Vehicles	\$	
7.	Personal Property	\$	
8.	Other Assets	\$	
9.	Spouse Assets	\$	
	TOTAL ASSETS		\$
10.	Credit Card Debts	\$	
11.	Other Debts	\$	
	TOTAL LIABILITIES		\$
	NET WORTH (TOTAL ASSETS LESS LIABILITIES)		\$

The foregoing personal financial statement and following attachments have been carefully read, and I hereby declare, verify and certify that to the best of my knowledge, information and belief the same is a full and correct exhibit of my personal financial condition. I UNDERSTAND THAT FAILURE TO INCLUDE ALL ASSETS MAY RESULT IN FORFEITURE OF SUCH ASSETS OR OTHER LEGAL SANCTIONS.

Dated:

Name: _____

Name: _____

Attorney for Signatory

6. Motor Vehicles. List all cars, boats, motorcycles or other motorized transport, with name/s on title, date and cost of purchase, present value, loan balance and lender.		
	Total:	\$

7. Personal Property. List personal effects and household goods and furnishings with item value over \$500. For example, works of art, antiques, jewelry, stamp or coin collections and the like.		
	Total:	\$

8. Other Assets. List all assets not specifically listed above. Include the following:		
-	All notes receivable, including debtor and amount.	
-	Any interest in any business entity, partnership or professional practice (including nature of business and interest, accounts receivable, bank accounts and other assets and value as known);	
-	Information property, such as patents, copyrights, and trademarks, royalty agreements;	
-	Vested inheritances, including any interest in any trust as income beneficiary, remainderholder, or otherwise (but excluding designation in any will or revocable trust of a living person);	
-	Any other asset of any nature known to you in which you have or claim any interest that has or may have value.	
	Total:	\$

(MUST BE TYPED OR PRINTED)

STATE OF MICHIGAN
22ND JUDICIAL CIRCUIT

**PRAECIPE FOR
CRIMINAL MOTION**

CASE NO.: _____
JUDGE: _____

Court address: Central Assignment, 101 E. Huron St., P.O. Box 8645, Ann Arbor, Michigan 48107-8645

Court telephone no.: (734) 222-3383
Fax: (734) 222-3084

THE PEOPLE OF THE STATE OF MICHIGAN VS _____ (Defendant)

1. Please place a Motion for (state nature of motion in brief form): _____

on the Motion Docket for _____ (Day), _____ (Date) at _____ (Time)

2.

If this is a motion raising a question of law, a BRIEF thereon has been filed by the proponent and, unless an answering BRIEF has already been filed, the date for which hearing is requested is at least three weeks subsequent to the filing of the proponent's brief.

3. This Motion, or a similar one, has _____ (not) heretofore been made or praeciped for hearing.

Dated: _____

(Signature of Attorney)

Attorney for _____

(PLEASE Type or Print Attorney Name) P- _____

(Street Address of Attorney)

(City, State, and Zip Code)

(Telephone Number)

COURT USE ONLY (Do Not Write below line)

_____ Praecipe dism, NOIC/per _____

_____ Praecipe dism, NOIC/per _____

_____ Adj to _____

_____ Adj to _____

_____ Disposition _____

_____ Disposition _____



ALL BLANKS on this Praecipe MUST be filled in (typed or printed) before it will be accepted. PRAECIPES shall be FILED in the Central Assignment Office, Room 103, at least 7 days before the time set for hearing.

(Rev. 3/05 FORM--Praecipe for Criminal Motion)

STATE OF MICHIGAN
22ND JUDICIAL CIRCUIT

**PRAECIPE FOR
CIVIL / DOMESTIC
MOTION**

CASE NO.: _____
JUDGE: _____

Address: Central Assignment, 101 E. Huron St., P.O. Box 8645, Ann Arbor, Michigan 48107-8645 Telephone: (734) 222-3383 Fax: (734) 222-3084

ALL BLANKS ON THIS PRAECIPE MUST BE PROPERLY COMPLETED. FAILURE TO COMPLY WITH THIS REQUIREMENT MAY RESULT IN THE COURT DECIDING NOT TO HEAR YOUR MOTION.

_____ VS _____
(Plaintiff) (Defendant)

1. I wish to place a Motion for (state nature of motion in brief form): _____

on the Motion Docket for _____ at _____
(Day) (Date) (Time)

BEFORE SUBMITTING THIS PRAECIPE TO THE COURT, YOU ARE REQUIRED TO CONTACT THE OTHER ATTORNEY OR PARTY (if in Pro Per) TO DETERMINE WHETHER THE SUBJECT OF YOUR MOTION IS A CONTESTED ISSUE. PLEASE INDICATE BELOW THAT YOU HAVE COMPLIED WITH THIS REQUIREMENT, OR EXPLAIN WHY IT WAS NOT POSSIBLE TO DO SO.

- 2. a. I have contacted opposing attorney/party and have been informed that this motion will _____ be contested.
not
- b. I have not contacted opposing attorney/party for the following reason: _____

Dated: _____

(Name of Attorney for Plaintiff) P- _____

(Name of Attorney for Plaintiff) P- _____

(Name of Attorney for Plaintiff) P- _____

(Name of Attorney for Defendant) P- _____

(Name of Attorney for Defendant) P- _____

(Name of Attorney for Defendant) P- _____

(Signature of Moving Attorney/Party)

Attorney for _____

(Street Address of Moving Attorney/Party)

(City, State, and Zip Code of Moving Attorney/Party)

(Telephone Number of Moving Attorney/Party)

PRAECIPES shall be FILED in the Central Assignment Office, Room 103, at least 7 days before the time set for hearing.

COURT USE ONLY (Do Not Write below line)

_____ Praecipe disp, NOIC/per _____

_____ Praecipe disp, NOIC/per _____

_____ Adj to _____

_____ Adj to _____

_____ Disposition _____

_____ Disposition _____



Effective Date: January 1st, 2011

This Administrative Order, effective on approval of the State Court Administrative Office, is issued in accordance with MCR 8.110(D)(2)(c) and MCR 8.112(B). The purpose of this Order is to modify the holidays established by MCR 8.110(D)(2)(a) to conform with those observed by Washtenaw County, the Trial Court's funding unit.

Martin Luther King Jr. Day	Monday	January 17, 2011
President's Day	Monday	February 21, 2011
Memorial Day	Monday	May 30, 2011
July 4 th	Monday	July 4, 2011
Labor Day	Monday	September 5, 2011
Columbus Day	Monday	October 10, 2011
Veteran's Day Observed	Friday	November 11, 2011
Thanksgiving Day	Thursday	November 24, 2011
Day after Thanksgiving	Friday	November 25, 2011
Christmas Holiday Observed	Monday	December 26, 2011

Date: _____

Hon. Donald E. Shelton
Chief Judge
Washtenaw County Trial Court

State of Michigan
Washtenaw County
Trial Court

2011 Court Closures

Local Administrative
Order 2010-

Effective Date: January 1, 2011

The Trial Court will be closed for a total of Four Banked Leave Days in 2011 for budgetary reasons. These closures are coordinated with various holidays listed on the Trial Court 2011 Holiday Schedule.

Banked Leave Day 1	Friday	May 27, 2011
Banked Leave Day 2	Friday	July 1, 2011
Banked Leave Day 3	Friday	September 2, 2011
Banked Leave Day 4	Friday	December 23, 2011

Date: _____

Hon. Donald E. Shelton
Chief Judge
Washtenaw County Trial Court

**Washtenaw County Trial Court
New Attorney Training Tips
December 2nd, 2010**

The Washtenaw County Trial Court consists of the 22nd Circuit Court, Probate Court, Juvenile Court , the Friend of the Court and the Court Clerk.

Contact Information

Washtenaw County Courthouse
101 E. Huron
P.O. Box 8645
Ann Arbor, Michigan 48107

Juvenile Division
2270 Platt Road
Ann Arbor, Michigan 48104

Court Administration – (734) 222-3270
Court Clerk – (734) 222-3001
Central Assignment – (734) 222-3383
Probate Court – (734) 222-3072
Juvenile Court – (734) 222-6900
Friend of the Court – (734) 222-3050

We have seven judges and four Referees including

Chief Judge Donald E. Shelton
Judicial Coordinator Christine Tait
Judicial Attorney Kelly Roberts
Main Office Line (734) 222- 3399

Judge David Swartz
Chief Judge Pro Tem
Judicial Coordinator Lisa Kuebler
Judicial Attorney JoAnne Barron
Main Office Line (734) 222- 3392

Judge Melinda Morris
Judicial Coordinator Jo Beeding
Judicial Attorney Louise-Annette Marcotty
Main Office Line (734) 222- 3386

Judge Timothy Connors
Judicial Coordinator Susan Johnson
Judicial Attorney Jennifer Sullivan
Main Office Line (734) 222- 3361

Judge Archie Brown
Judicial Coordinator Brenda Raine
Judicial Attorney Laura Goderis
Main Office Line (734) 222- 3376

Judge Nancy Francis
Judicial Coordinator Lynn Kneer
Judicial Attorney Juliet Pressel
Main Office Line (734) 222- 3351

Judge Darlene O'Brien
Judicial Coordinator Debra Crocker
Judicial Attorney Teresa Killeen
Main Office Line (734) 222- 3006

Probate Register/Referee Cynthia Bostwick
Main Office Line (734) 222-3072

Referee Molly Schikora
Referee Gail Altenburg
Referee Julia Owdziej
Judicial Coordinator Tamala Jones
Main Office Line (734) 222-6903

All of the divisions of the Trial Court have the same hours for the public; Monday through Friday 8:00 a.m. to 4:45 p.m. We close at 4:45 so that there is time to wrap up any last minute transactions before the close of business.

Trial Court website is washtenawtrialcourt.org and it contains a lot of information including;

- The docket for each judge and Referee (updated daily)
- List of orders signed by each judge
- Forms including praecipes, SCAO forms, Friend of the Court forms and more
- Links to attorneys and law firms

Effective Date: April 14, 2008

The purpose of this order is to describe the procedures for obtaining copies of electronic recordings of court proceedings in the Washtenaw County Trial Court consisting of the 22nd Circuit Court (including the Juvenile Center) and the Washtenaw County Probate Court.

Access to the videotape or digital records of court proceedings shall be available to the public in compliance with SCAO Case File Management Standard, Area 1, Component 24, which states "All recordings created by court reporters and recorders, regardless of the media, are considered court records (se MCR 8.108). There are no court rules or statutes that generally restrict public access to these recordings; therefore, courts should establish policies that address how access to recordings and other reporter/recorder records will be provided."

Upon finding of good cause on the record, a judge may, by written Order, place restrictions upon the access to, or use of, the electronic record of a certain proceeding.

Parties/attorneys and others seeking to purchase a copy of an electronic record of a Circuit or Probate Court proceeding must complete the authorized request form and submit it to the Circuit Court Clerk's Office. A fee based on the Court's reproduction costs will be charged for the reproduction of each record, payable to the Washtenaw County Trial Court. Based on the court's reproduction costs, videotape reproductions shall cost \$30. Compact Disc reproductions shall cost \$15. This Court does not have the technology to reproduce analog audio tapes. Payment is to be made at the Court Clerk's Office and must be in cash, money order or check at the time the request is submitted.

Parties/attorneys and others seeking to purchase a copy of an electronic record at the Juvenile Center must complete the authorized request form and submit it to the Juvenile Center Clerk's office. A fee based on the Court's reproduction costs will be charged for the reproduction of each record, payable to the Washtenaw County Trial Court. Reproduction costs are the same as in Circuit and Probate Court as indicated above. Payment is to be made at the Juvenile Center Clerk's Office and must be in cash, money order or check at the time the request is submitted.

There will be a minimum 24-hour turn around time for reproduction after payment is received.

The court does not have the capability to provide for the review of electronic files at the courthouse. Requests to obtain a copy of an electronic record without purchase will be considered upon written request to the judge assigned to the case being requested to determine indigency.

1. Requests for transcripts from video should be made to Court Administration at (734) 222- 3270. Staff in Court Administration will direct parties and attorneys to

the appropriate Reporter or Recorder who will prepare the transcript.

Only transcripts prepared through this process shall be considered official transcripts by the Washtenaw County Trial Court.

2. Film or electronic media coverage in courtrooms shall be governed by Policy #5.2.03 revised May 5th, 2005 as found in the Washtenaw County Trial Court Media Guide (attached).

Date: 5-7-08

David S. Swartz
Chief Judge